

## **POSITION DESCRIPTION**

**POSITION:** Fill In Licensed Practical Nurse      \$15.44    **POSTING DATE:**7-1-14

**Fill In Certified Medical Assistant \$12.60**

**LOCATION:** S/M Health Center

**CLOSING DATE:**until filled

Non Exempt Pay

### **GENERAL RESPONSIBILITIES:**

The Licensed Practical Nurse provides direct and comprehensive nursing care in a rural outpatient and Ambulatory Care Facility under supervision of the Ambulatory Nurse Manager.

### **DUTIES:**

1. Complete basic nursing procedures (e.g., vital signs, dressing changes, injections and immunizations) under the general supervision of a registered nurse or physician.
2. Assist the medical provider and other medical staff with medical procedures (e.g., suturing, life support, casting, and diagnostic procedures) and examination of patients.
3. Reinforce the teaching of patient/care treatment and follow-up done by a registered nurse or physician.
4. Provide patient support and assist in assuring the smooth flow of patients through the clinic, including answering telephone calls and transferring triage calls to a Registered Nurse (RN).
5. Maintain complete and accurate medical records through the electronic health record system and/or paper chart appropriately (e.g., patient chart, growth charts, immunization).
6. Maintains proper care of the exam room and sets up for treatments by checking supplies and equipment; cleaning room after each patient, sterilizing instruments and changing sterilizing solutions.
6. Perform an inventory of medical supplies and order as needed.
7. Schedule patient appointments for specialty referrals as needed.
8. Be a representative of the health care facility to the community.
9. Be aware of current policies and procedures and communicate any needs for review or revision.
10. Plan and maintain own continuous professional and technical knowledge and growth through participation in professional, educational, and technical programs pertinent to area of interest.
11. Must be reliable and prompt when reporting to work.
12. Required to attend job related, in-service, meetings, and training to maintain professional and technical knowledge
13. May be required to satisfactorily complete an exam or other testing requirement(s) to determine skill proficiency.
14. Must adhere to tribal law and other applicable laws as well as tribal personnel policies and procedures.
15. The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.
16. Must maintain an acceptable departmental attendance record.
17. Maintain licensure and certifications.

### **QUALIFICATIONS:**

1. Graduate from an accredited school of nursing.
2. Current Licensure to practice as a Licensed Practical Nurse in Wisconsin.
3. May also qualify with completion of a Medical Assistant program and state certification as a Medical Assistant.
4. One year clinical experience preferred.

5. Basic life support certification required
6. Experience working with electronic medical record systems preferred.
7. Able to demonstrate ability to utilize safe and proper lifting techniques.
8. Ability to operate various types of medical equipment.
9. Must be able to provide guidance to develop nursing policies and procedures
10. Must be able to adhere to strict confidentiality in all matters.
11. Must be knowledgeable of the Health Insurance Portability and Accountability Act (HIPAA).
12. Ability to communicate efficiently and effectively both verbally and in writing.
13. Ability to establish and maintain good working relationships with individuals of varying social and cultural backgrounds.
14. Must submit and pass a background security check to meet the Elder/Youth License Requirement as it pertains to the position and the location of the department prior to and during the course of employment with the Stockbridge-Munsee Community.
15. Must be willing to attend all applicable training.
16. Must pass pre-employment drug and health screening. Must adhere to the Tribe's Drug and Alcohol Free Workplace Policy during the course of employment.
17. Must be eligible for coverage under the employer's liability insurance.
18. Must have demonstrated ability to maintain satisfactory working record in any prior or current employment.
19. Must be able to meet physical requirements of position.
20. Must abide by departmental and organizational safety, testing, and uniform guidelines.

**SPECIAL QUALIFICATIONS:**

This job is deemed a possible high stress position applicants are also required to meet the following qualifications:

1. Ability to work well under pressure.
2. Ability to stand/walk for eight or more hours.
3. Ability to use all senses to gather pertinent patient data.
4. Work with little or no supervision once the duties are all learned.
5. Ability to multi-task effectively.
6. Ability to take direction and instruction from a variety of people.
7. Have good telephone manners and patience with clients wishing to schedule an appointment, asking for records, or setting up orders and referrals.
8. Must possess the ability to deal tactfully with patients undergoing treatment in stressful situations.
9. Requires exposure to communicable disease or body fluids.

SUBMIT APPLICATION TO: Human Resource department  
Stockbridge-Munsee Community  
N8705 Moh He Con Nuck Rd  
P.O Box 70  
Bowler, WI 54416

**WE ARE A DRUG FREE EMPLOYER**  
**CANDIDATES MUST PASS DRUG SCREEN**  
**AND REMAIN DRUG FREE.**

**The Stockbridge Munsee Community operates as an equal opportunity employer except Indian Preference is given in accordance with the Tribal Employment Preference Ordinance.**

**Although an interview may be granted, this does not determine that the candidate fully meets the qualifications until it is determined by the interview team.**

Exec Dir HR Approved: 5-16-14